

Minutes of the Finance Committee

Wednesday, October 21, 2015

Chair Heinrich called the meeting to order at 8:15 a.m.

Present: Supervisors Jim Heinrich, Duane Paulson, Richard Morris, Bill Zaborowski, Eric Highum, Larry Nelson, and Steve Whittow.

Also Present: Chief of Staff Mark Mader, Treasurer Pam Reeves, Human Resources Committee Vice Chair Mike Crowley, Budget Manager Linda Witkowski, Senior Financial Analysts Clara Daniels and Steve Trimborn, Corporation Counsel Tom Farley, Financial Analyst Kim Ho, Principal Assistant Corporation Counsel Eric Weidig, Judiciary Committee Chair Peter Wolff, Medical Examiner Dr. Lynda Biedrzycki, Office Services Coordinator Nicole Bauer, Clerk of Circuit Courts Kathy Madden, Business Manager Bob Snow, Circuit Court Supervisor Wendy Muelling, Judge Jennifer Dorow, Sheriff Eric Severson, Business Manager Lyndsay Johnson, Inspector Jim Gumm, Deputy Inspector Torin Misko, Jail Administrator Mike Giese, Financial Analyst Joshua Joost, County Board Chair Paul Decker, Emergency Preparedness Director Gary Bell, Emergency Management Coordinator Bill Stolte, Radio Systems Manager Chris Petterson, Senior Financial Analyst Rob Dunn, Airport Manager Kurt Stanich, Operations and Training Manager Sherri Stigler, Emergency Preparedness Director Gary Bell, Criminal Justice Collaborating Council (CJCC) Coordinator Rebecca Luczaj, Human Resources Manager Jim Richter, and Risk/Purchasing Manager Laura Stauffer. Recorded by Mary Pedersen, County Board Office.

Discuss and Consider the 2016 Operating Budget for the Treasurer's Office

Reeves discussed the proposed 2016 operating budget for the Treasurer's Office including expenditures and revenues, the positions summary, investments, strategic outcomes and objectives, and program highlights. Both revenues and expenditures total \$687,896 – an increase of \$14,500 or 2.2% from the adopted 2015 budget. The County tax levy line item shows a credit of \$5,713,850 – a decrease of \$270,000. The positions summary remains unchanged at 5.10 full-time equivalent (FTE) positions. No major concerns were voiced pertaining to this budget.

MOTION: Zaborowski moved, second by Whittow to tentatively approve the 2016 operating budget for the Treasurer's Office. Motion carried 7-0.

Ordinance 170-O-067: Cancel 2012 Unredeemed Checks Issued By County Treasurer

Reeves indicated upon approval of this ordinance uncashed checks on the list referenced in the ordinance will be cancelled and these funds, totaling \$13,097.59, will be placed in a liability account of the Unclaimed Property Fund. These checks were advertised on May 15, 2015. Pursuant to State Statutes, any individual or entity in whose favor the checks were drawn shall have six years from the date of passage to have the check reissued without interest. The funds for any new check issued and cashed will be drawn from the liability account. Whatever funds remain unclaimed after six years will be transferred to an appropriate revenue account in the General Fund. During the six-year period of time, the funds will be invested and the investment income earned will be allocated to the General Fund. This ordinance requires no additional tax levy.

MOTION: Paulson moved, second by Highum to approve Ordinance 170-O-067. Motion carried 7-0.

Approve Minutes of Previous Meeting(s)

MOTION: Highum moved, second by Nelson to approve the minutes of October 7, 13, and 14 (2 sets). Motion carried 7-0.

Announcements

Paulson advised former County Board Supervisor Duane Stamsta passed away.

Heinrich announced County Board Supervisor Gilbert Yerke seems to be doing well and is recovering at home.

Schedule Next Meeting Date(s)

- October 23 (Morris absent) and October 26 (Zaborowski absent)

Discuss and Consider the 2016 Operating Budget for the Corporation Counsel's Office

Farley and Crowley discussed the proposed 2016 operating budget for the Corporation Counsel's Office including expenditures and revenues, the positions summary, strategic outcomes and objectives, and program highlights. Revenues total \$2,616,222 – an increase of \$25,257 or 1.0% from the adopted 2015 budget. The County tax levy totals \$1,338,247 – an increase of \$2,000 or 0.1%. Expenditures total \$3,954,469 – an increase of \$27,257 or 0.7%. The positions summary shows a decrease of 0.44 for a total of 39.47 FTE positions. No major concerns were voiced pertaining to this budget.

MOTION: Paulson moved, second by Zaborowski to tentatively approve the 2016 operating budget for the Corporation Counsel's Office. Motion carried 7-0.

Discuss and Consider the 2016 Operating Budget for the Medical Examiner's Office

Biedrzycki and Bauer discussed the proposed 2016 operating budget for the Medical Examiner's Office including expenditures and revenues, the positions summary, strategic outcomes and objectives, and program highlights. Additional information was distributed. Both revenues and expenditures total \$2,202,659 – a decrease of \$4,402 or 0.2% from the adopted 2015 budget. The County tax levy totals \$955,610 – a decrease of \$24,700 or 2.5%. The positions summary shows an increase of 0.42 for a total of 16.73 FTE positions. No major concerns were voiced pertaining to this budget.

MOTION: Paulson moved, second by Morris to tentatively approve the 2016 operating budget for the Medical Examiner's Office. Motion carried 7-0.

Discuss and Consider the 2016 Operating Budget for Circuit Court Services

Madden, Snow, Muelling, Dorow and Wolff discussed the proposed 2016 operating budget for Circuit Court Services including expenditures and revenues, the positions summary, strategic outcomes and objectives, capital projects, and program highlights. Additional information was distributed. Both revenues and expenditures total \$9,262,381 – an increase of \$17,116 or 0.2% from the adopted 2015 budget. The County tax levy totals \$5,540,181 – a decrease of \$34,300 or 0.6%. The positions summary shows a decrease of 0.28 for a total of 90.21 FTE positions. No major concerns were voiced pertaining to this budget.

MOTION: Paulson moved, second by Whittow to tentatively approve the 2016 operating budget for Circuit Court Services. Motion carried 7-0.

Ordinance 170-O-063: Expenditure Of Seized Funds And General Fund Balance To Amend The 2015 Sheriff's Department Budget For The Purchase Of A Boat – October 2015

Severson and Johnson discussed this ordinance as outlined. Federal guidelines require that seized funds must be used to enhance law enforcement activities and not supplant existing adopted budget appropriations. The current balance of available undesignated seized funds totals \$81,400. Staff are requesting to use up to a maximum of \$14,220 to purchase a small replacement boat plus \$9,780 of General Fund balance generated through the sale of older boat equipment. On-going operating and maintenance costs for these items are expected to be minimal and will be absorbed within current and future base department budgets. This ordinance results in no additional direct tax levy impact in 2015.

MOTION: Paulson moved, second by Morris to approve Ordinance 170-O-063. Motion carried 7-0.

Discuss and Consider the 2016 Operating Budget for the Sheriff's Department

Severson, Johnson, and Giese discussed the proposed 2016 operating budget for the Sheriff's Department including expenditures and revenues, the positions summary, strategic outcomes and objectives, capital projects, and program highlights. Both revenues and expenditures total \$39,016,226 – an increase of \$450,000 or 1.2% from the adopted 2015 budget. The County tax levy totals \$27,771,822 – an increase of \$195,000 or 0.7%. The positions summary shows a decrease of 0.94 for a total of 368.61 FTE positions. No major concerns were voiced pertaining to this budget.

MOTION: Morris moved, second by Zaborowski to tentatively approve the 2016 operating budget for the Sheriff's Department. Motion carried 7-0.

The committee recessed at 11:42 a.m. and reconvened at 12:17 p.m.

Discuss and Consider the 2016 Operating Budget for the Emergency Preparedness Department

Bell, Stigler, Dunn, Petterson, and Stolte discussed the proposed 2016 operating budget for the Emergency Preparedness Department including expenditures and revenues, the positions summary, strategic outcomes and objectives, capital projects, and program highlights. Revenues total \$2,852,081 – an increase of \$75,221 or 2.7% from the adopted 2015 budget. The County tax levy totals \$5,439,372 – an increase of \$57,489 or 1.1%. Expenditures total \$8,010,560 – an increase of \$124,293 or 1.6%. The positions summary shows an increase of 0.08 for a total of 64.38 FTE positions. No major concerns were voiced pertaining to this budget.

MOTION: Paulson moved, second by Morris to tentatively approve the 2016 operating budget for the Emergency Preparedness Department. Motion carried 7-0.

Chair's Executive Committee Report of October 19

Heinrich highlighted the following items discussed at the last Executive Committee meeting.

- Approved Resolution 170-R-006 titled "Adopt the Comprehensive Economic Development Strategy (CEDS) For Southeastern Wisconsin: 2015-2020."
- Heard an update on Waukesha County economic development efforts.
- Approved the 2015-2019 Capital Projects Plan.
- Approved three appointments.

Discuss and Consider Issues Presented at the October 14 Finance Committee Public Hearing
This item was not discussed.

Ordinance 170-O-064: Accept A 2015 Adult Drug Court Discretionary Grant Program Award Through The U.S. Department Of Justice (USDOJ) Bureau Of Justice Assistance (BJA) And Amend The 2015 DHHS Budget

Luczaj discussed this ordinance which authorizes the CJCC program to accept a \$200,000 federal grant to use from October 1, 2015 through September 30, 2017. The grant requires an in-kind local match estimated at \$67,000 which will consist of staff time and courtroom space and will be funded through existing budgets. The funds will be used to serve approximately 33 non-violent drug offenders for case management, drug testing, recovery support services and judicial supervision to reduce substance abuse and subsequent recidivism. The program is expected to sunset at the end of the two-year period unless future non-tax levy resources can be obtained. The ordinance appropriates 2015 grant-funded expenditures of \$28,300 to cover the fourth quarter of 2015 portion of the two-year program. This ordinance results in no new tax levy.

MOTION: Nelson moved, second by Paulson to approve Ordinance 170-O-064. Motion carried 7-0.

Ordinance 170-O-065: Establish Employee Retention And Severance Policy

Richter was present to discuss this item. Under the proposed retention/severance program, regular full-time employees will be eligible for a severance payment as follows: less than 3 years of service – 3 weeks, 3 years but less than 10 year – 6 weeks, 10 or more years – 9 weeks. Regular part-time employees will be eligible for half benefits. In addition, regular full-time and part-time employees would be eligible for up to four months of the County contribution toward the health plan they are enrolled in at the time of termination. Terminated employees would also be eligible to participate in the Tuition Assistance Program for one year after being laid off.

No funds were spent for severance/retention in 2014. The County has budgeted \$110,000 in 2015. It is estimated that \$80,000 will be spent in 2015, mostly associated with the Shelter Care transition. The 2016 proposed budget includes \$40,000 for retention/severance. Future budget proposals will include estimates for the impact of this policy based on anticipated staffing changes. Any costs related to the tuition assistance benefit will be absorbed in the Department of Administration Human Resources budget.

Amendments proposed by Paulson and unanimously approved by the Human Resources Committee were presented. Essentially, this ordinance will continue to be brought forward annually as opposed to only if there are program changes.

MOTION: Paulson moved, second by Nelson to approve Ordinance 170-O-065 as amended. Motion carried 7-0.

Contract Procurement Process for Workers Compensation Claims Third Party Administrator

Stauffer advised this five-year contract was awarded to Willis of Wisconsin, Inc., the highest rated proposer, for a total cost of \$241,710. The first year cost is \$47,725 and the amount budgeted is \$95,000. Three companies submitted proposals for consideration.

MOTION: Paulson moved, second by Highum to approve the contract procurement process for Workers Compensation claims third party administrator. Motion carried 7-0.

Contract Procurement Process for Parks/Golf Reservation and POS System

Stauffer advised this contract was awarded to Maximum Solutions, Inc., the highest rated proposer, for a total cost of \$73,400. The budgeted amount is \$110,000. Also included in the contract is an additional four years for ongoing support after project completion. Stauffer advised the contract has been signed. Three companies submitted proposals for consideration.

MOTION: Paulson moved, second by Morris to approve the contract procurement process for parks/golf reservation and POS system. Motion carried 7-0.

Resolution 170-R-005: Authorize A Waiver Of Collection Of One Month Lease Payment For Entities Leasing Land, Hangar Or Building Space At The Waukesha County Airport, In Recognition Of Closures Due To The Runway Reconstruction Project

Stanich discussed this resolution as outlined which authorizes Airport management to waive one month's collection of lease payments (equivalent to the June payment) from entities leasing land, hangar or building space. This waiver would be provided in recognition of the inconvenience and additional costs caused by the closure of the runway for reconstruction during 2015. The forgone revenue from the waiver is estimated at about \$50,000. Staff are managing the budget and expect the waiver will not result in an unfavorable impact at year-end. No additional direct tax levy impact is expected from this resolution.

MOTION: Paulson moved, second by Zaborowski to approve Resolution 170-R-005. Motion carried 7-0.

State Legislative Update

Spaeth distributed information on, and explained, State legislation relative to sales and use tax exemption for building materials, municipal approval of roundabouts, library board membership, returning non-violent 17-year old offenders to the juvenile system, "no-knock" search warrants, the Wisconsin Retirement System, child abuse/neglect, and shoreland zoning.

MOTION: Nelson moved, second by Zaborowski to adjourn at 2:11 p.m. Motion carried 7-0.

Respectfully submitted,

William J. Zaborowski
Secretary